Adult Code of Conduct for Working with Students

GENERAL CONDUCT

The school requires that all adults on campus or working with students off campus engage in safe, supportive and respectful interactions with students at all times. The following code of conduct outlines appropriate and required expectations for physical contact, verbal interactions, electronic communication and overall general conduct:

Adults will:

- Treat every student with respect and engage in only safe and supportive interactions that promote students' social, emotional, physical and academic development
- Recognise there is an inherent power differential in working with children, and the responsibility of maintaining appropriate/professional boundaries lies with the adult
- Ensure that any activities or contact with students can be seen and/or heard by another adult
- Ensure that the glass panels and windows in rooms are clear of obstructions or displays at all times
- Comply strictly with the school's child protection reporting procedures
- Attend in-person and complete online child protection training courses as set by the school
- Cooperate fully with any internal or external investigation of misconduct or abuse of children, with full disclosure of all facts and knowledge of the particular situation
- Encourage students and adults to feel comfortable enough to bring forward or report attitudes or behaviour from others that they find unacceptable, threatening or disrespectful
- Exercise special caution when discussing sensitive issues with students, parents or others and ensure that they keep the information confidential
- Ensure that field trips or overnight excursions with mixed genders have at least one female and one male adult chaperone approved by school leaders

- Ensure they are dressed appropriately for all on and off-campus school activities (see Code of Conduct/ Staff handbook)
- Only use designated adult washrooms and changerooms
- Ensure they wear their lanyards at all times while on campus to identify themselves clearly, and that they do not share or transfer their lanyards or any other access credentials with unauthorised individuals.

Adults will not:

- Patronise or treat students, staff, parents or anyone else as if they or their concerns are trivial or inconsequential
- Allow any allegation relating to the safety, security and the welfare of others to go unreported
- Provide students with their personal contact information (mobile number, home address, personal social media accounts and email address, etc.)
- Meet with students outside of sanctioned and approved school activities
- Act or speak in any way that may be perceived as threatening, inappropriate or intrusive
- Smoke, drink alcohol, use profanity, sexual innuendo or sexual jokes when around students
- Make any inappropriate or untrue promises to students or parents, particularly in relation to issues requiring confidentiality
- Form or share any conclusions about others or incidents without checking facts
- Either exaggerate or trivialise any issue relating to all forms of abuse in person or online, including but not limited to physical, sexual, verbal or emotional abuse
- Rely on their reputation or that of the organisation to protect them in the event of allegations of negligent or abusive behaviour
- Engage in any form of harassment, bullying or inappropriate discipline
- Give any individual gifts to a student without informing their parents or the school leaders
- Discuss students' personal issues or concerns in public places or with other staff members who do not need to be informed

PHYSICAL BEHAVIOUR

Appropriate physical behaviour includes contact that maintains mutual physical boundaries at all times and consists only of brief, age-appropriate, public, non-sexual touches. At times,

a staff member may need to use physical contact to support or redirect a student. For example: a pat on the back, a shoulder touch, a touch on the elbow, or holding hands to ensure safety or direction. Young children might initiate hugs, but staff members need to ensure it is a brief side hug. Staff members must ensure that their physical interactions with others are professional at all times.

Inappropriate behaviour is any interaction on the part of anyone that abuses, exploits, or harasses another person, such as:

- Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking, spitting or any behaviour that constitutes an assault of any kind
- Intentionally exposing or touching the buttocks, chest or genitalia of themselves or another person
- Any intimate/romantic/inappropriate or sexual contact (this includes kissing, which is not appropriate for any age of child or young person)
- Exposing students to any pornographic or age-inappropriate material or involving them in any pornographic or inappropriate activity

COMMUNICATION

As part of our commitment to maintaining a respectful and inclusive environment, adults within our community are expected to be mindful of their actions and language. This means consciously working to create a space where everyone feels they belong, diversity is valued, systemic barriers are acknowledged and addressed, and all individuals have the opportunity to participate fully. This includes recognising the impact of words and behaviours on others, avoiding language that may cause exclusion or harm, and actively promoting a culture of dignity and respect in every interaction.

All communication between adults and students should be clear and should be confined to school or programme activities. The following are examples of appropriate and inappropriate communication:

Appropriate

- Listening to and respecting the concerns of all students
- Encouraging and/or providing positive reinforcement consistently and equally for all students in the context of the instructional programme
- Using positive language that is age and school-appropriate

- Maintaining professional boundaries at all times

Inappropriate

- Making any sarcastic, insensitive, derogatory, ridiculing, offensive, discriminatory, or sexually suggestive comments or gestures to or in front of students, parents, staff or others
- Using uncontrolled anger, profanity, yelling and threatening behaviour
- Conducting or having any romantic, sexual relationship or sexual contact with a student or minor

DIGITAL/ONLINE

Staff members are expected to use their professional discretion on social media to protect the school's reputation, their own reputation, and the reputation of all members of the school community. (See Code of Practice/Staff Handbook)

Appropriate

- Adhere to the school's policies & procedures related to acceptable use of devices and online platforms in place and report any breaches of behaviour immediately to school leaders
- Ensure equipment and devices are approved, used safely, securely and only for the intended purpose by staff and students
- Contact with students for school-related purposes only through internal and approved school platforms; be aware that these messages are subject to monitoring
- Staff members may repost official school social media publications on personal social media platforms
- Request approval from SLT when staff are collecting data or sharing student artefacts for research/PD/conferences, and continuing education

Inappropriate

- Contact with students (including former students who have not yet graduated) via social media, personal email, phone, online gaming communities, chat rooms or any other sites

- Connecting with current or former students who have not graduated, individually or in groups, via WeChat, text messaging or other social media platforms
- Discussing students or their families on social media sites or with other staff members in public spaces.
- Sharing photos & videos of students or their identifiable work on social media sites
- Sharing private photos, sites, including but not limited to websites, social media accounts, and images from their personal devices with students
- Posting photos or content on a public platform, which can bring the person or organisation into disrepute

As part of our ongoing commitment to safeguarding and digital safety, we remind our entire school community that images of children must not be uploaded to any Artificial Intelligence (AI) platforms, tools or applications, by staff or students. Once an image is uploaded to an AI platform, we immediately lose control of it. Images can be stored on unknown external servers, used to train AI models, accessed by third parties, or potentially manipulated and misused. Many AI platforms operate across international borders where child protection laws may differ significantly from our own. As educators and caregivers, we have a duty to protect every child, including their digital identity. Even if you consider the platform to be safe, student images should not be uploaded. Please direct any concerns to the on-site Safeguarding Team.

Disciplinary Action for Failure to Report Suspected Child Abuse

The school aims to create a safe, secure and supportive learning environment for students. It is expected that all teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with students report all suspected cases of child abuse to the immediately.

Consequences for knowingly failing to report abuse or neglect, or interfering with reporting:

Any teaching staff, non-teaching staff, outsourced staff, service provider, volunteer, or visitor working with students who suspect a child or a young person is being abused and/or neglected but fails to report such abuse or neglect or prevents someone from reporting the same, will be subject to disciplinary action. The disciplinary action may include suspension or dismissal of an employee, discontinuation of contractual services, loss of volunteer privileges, and notification to local government authorities and/or the appropriate consulate.

Consequences for offences with respect to abuse or neglect:

If the school determines that teaching staff, non-teaching staff, outsourced staff, service providers, volunteers or visitors have directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face disciplinary action. Disciplinary action may include suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local government authorities, and/or the

appropriate consulate. If there is insufficient evidence to pursue a criminal prosecution, then a school disciplinary inquiry may still be undertaken to assess the suitability of this individual to work with students.

SLT member/s: Insert Names, Email addresses

Designated Safeguarding Lead: Insert Names, Email addresses

Campus Safeguarding Officers: Insert Names, Email addresses

Acknowledgement of the 'Child Protection Policy and Procedures' and

'Adult Code of Conduct for Working with Students'

Staff will be required to sign the *Adult Code of Conduct for Working with Students* annually. This acknowledgement form will be stored in accordance with the *Procedures for Signing and Filing the Code of Conduct* document.

I understand that as a person working with and/or providing services to students at the school, I am suitable to work with children and young people. My signature confirms that I have read and understand the *Child Protection Policy and Procedures* and the *Adult Code of Conduct for Working with Students*, and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in disciplinary action.

Name: _____

Signature: _____

Date: _____

Witnessed and Received by: _____